



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE MAIL OPERATIONS

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

Office of State Mail Operations
Information Notice 98-06

We have noticed an increase in the use of white, agency envelopes to prepare interagency, messenger mail. This practice adds unnecessary cost to your agency's mail. Sorting "white" mail is a very labor-intensive task. So much so, OSMO assumes all white mail is USPS mail. Postage is applied and it is then sent for barcode services. It is ultimately delivered by the Post Office.

Postage, barcode fees, OSMO processing fees, and the agency's expense for ordering and storing white envelopes are added to the cost of mail that messenger service would otherwise have delivered.

The manila, messenger envelopes are re-usable and available locally from State Printing.